

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title PREVENTION ACTIVITIES DATA SYSTEM, (PADS) REPORTING PERIOD JULY 1, 2000 THROUGH JUNE 30, 2001		Issue Date: 8-24-00 Expiration Date: 6-30-01	Issue No. 00-27
Deputy Director Approval (signed by) JAMES M. KOOLER, Dr.P.H. Deputy Director Prevention Services Division	Function <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input checked="" type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No. ADP Bulletin Issue No. 99-29	

PURPOSE

The purpose of this bulletin is:

1. to transmit a copy of the Prevention Activities Data System (PADS) forms (revised 7/1/00) for reporting period July 1, 2000 through June 30, 2001;
2. to transmit a copy of the User's Guide, August 2000, for reporting period July 1, 2000 through June 30, 2001.

DISCUSSION

As you know, the second full fiscal year of reporting information on the Prevention Activities Data System (PADS) forms ended on June 30, 2000. Counties were to submit PADS forms to the Department of Alcohol and Drug Programs (ADP) no later than July 31, 2000. As a reminder, the county must submit one set of forms for each primary prevention provider that is receiving primary prevention dollars as listed on the county's Negotiated Net Amount (NNA) Contract and the Master Provider File (MPF). If you have not submitted your forms for reporting period July 1, 1999 through June 30, 2000, please consider this bulletin to be a reminder that they are to be sent to ADP as soon as possible.

The quality and timeliness of the PADS submissions has improved immensely due to improved understanding, regional workshops, the PADS User's Guide, and recognition that accurate data serves the best interests of counties and providers. I would like to thank you and your prevention providers for working diligently to accurately complete the forms, and for responding to the many phone calls from the Prevention Services Division (PSD) staff who were clarifying and gathering missing information. Once again, as the incoming data is reviewed and entered into the database, we may need to call county contacts and/or prevention providers for clarification or correction.

Enclosed with this bulletin is a copy of the PADS forms (revised 7/1/00) and a copy of the User's Guide (August 2000) for the reporting period July 1, 2000 through June 30, 2001. These documents are being mailed to all primary prevention providers listed in the Master Provider File, as well as, county administrators and prevention coordinators. Additional copies of the forms and the User's

Guide may be obtained by contacting Margaret Cossey, Analyst, at (916) 324-4468. She may also be reached through E-mail address mcossey@adp.state.ca.us, FAX number (916) 323-0633 or by writing to her at the California Department of Alcohol and Drug Programs, Prevention Services Division, Second Floor, 1700 K Street, Sacramento, CA 95814.

Discussion of No. 1. Some revisions have been made to the PADS (7/1/00) forms as a result of comments from counties and providers. These revisions include wording changes and some additions/deletions as described below:

ADP 7235A – Program Description

- Section B, Program Information, No. 1, Program Status, *Enhanced Services* has been deleted.

ADP 7235B-G

- Section A, Provider/Program Information, Strategy Status, *Expansion of Services* has been deleted.
- Section B, Service Populations. The category of *Gangs* has been added.
- Section B, Services. A *Total Served* section has been added at the end of the Services section. The total number of persons served would be entered in this space (exception 7235G).
- Section C, Participant Characteristics. A *Total* section has been added to each of the Participant Characteristic sections: The total number of persons identified would be entered into the Race/Ethnicity, Age(Years), and Gender sections.

The reason for adding the *Total Served* and *Total* sections in the Services and Participant Characteristics sections is to help providers understand that the total persons are related and should be equal.

ADP 7235 B – Information Dissemination Strategy

- Section B., Services.
 1. The category of Brochures has been changed to read *Brochures/Pamphlets*.
 2. The categories of Health Fairs and Health Promotions have been combined to read *Health Fairs/Promotions*. The definition for this category is: “A school- or community-focused gathering or a wide array of services and methods to disseminate materials and information intended to educate individuals, schools, families, and communities about specific substance abuse and health-related risks, risk reduction activities, and other activities to promote positive and healthy lifestyles. Examples are: school health promotion gatherings, health screening programs in shopping malls, church fairs or carnivals, and public health or health education fairs where health education materials, screening services and the showing of substance abuse prevention videotapes are available.”

ADP 7235C and D – Education and Alternatives Strategies

- Section B, Services. The category of Friday Night Live/Club Live has been changed to read *Friday Night Live (FNL)/Club Live/FNL Kids*.

ADP 7235F – Community Based Process Strategy

- Section B, Services.
 1. The category of *Multi-Agency Coordination/Collaboration* has been deleted. Information for this category would be counted in *Community Team Activities*. The definition for Community Team Activities is: “Activities or services conducted with or sponsored by formalized community teams for the purpose of fostering, supporting, or enhancing community prevention services. Examples are: multiagency coordination and collaboration, community mobilization events, development or implementation of action plans, civic advocacy, joint planning or programming between two or more agencies or organizations, development of interagency or multiagency cooperative agreements to provide prevention services.”
 2. The category of Friday Night Live/Club Live has been changed to read *Friday Night Live (FNL)/Club Live/FNL Kids*.

Discussion of No. 2. The User’s Guide, dated August 2000, is also enclosed. The Guide has been updated to include the 7235A-G forms for reporting year July 1, 2000 through June 30, 2001, and includes additional questions and answers requested by counties or providers. The Guide gives direction and suggestions about how to complete the PADS forms. It represents the thoughts and ideas of numerous county officials and service providers who have worked to accurately and responsibly complete the forms. We welcome your thoughts and suggestions for enhancing the product to make it an even more useful document for the field.

REFERENCES

Master Provider File (MPF)

Negotiated Net Amount (NNA) Contract

HISTORY

ADP Bulletin - Issue [No. 98-46](#)

PREVENTION ACTIVITIES DATA SYSTEM (PADS)

REPORTING PERIOD JULY 1, 1998 THROUGH JUNE 30, 1999

September 4, 1998

ADP Bulletin – Issue [No. 99-20](#)

PREVENTION ACTIVITIES DATA SYSTEM (PADS)

May 27, 1999

ADP Bulletin – Issue [No. 99-29](#)

PREVENTION ACTIVITIES DATA SYSTEM (PADS)

REPORTING PERIOD JULY 1, 1999 THROUGH JUNE 30, 2000

August 24, 1999

ADP Letter

User’s Guide, October 1999, Prevention Activities Data System (PADS)

October 29, 1999

ADP Letter

Prevention Activities Data System (PADS) – Statewide and Individual County Reports for Reporting Period July 1, 1998-June 30, 1999
April 19, 2000

ADP Bulletin – Issue [No. 00-17](#)

PREVENTION ACTIVITIES DATA SYSTEM (PADS)
COUNTY REVIEW AND CORRECTION TO THE MASTER PROVIDER FILE (MPF)
May 18, 2000

QUESTIONS/MAINTENANCE

The PADS' web page can be reached through ADP's Internet web site
<http://www.adp.ca.gov/PADS/padsmain.shtml>.

If you have any questions, please call Margaret Cossey, Analyst, at (916) 324-4468. She may also be reached through E-mail address mcossey@adp.state.ca.us.

EXHIBITS

- (1) Prevention Activities Data System (PADS) ADP 7235A-G (revised 7/1/2000) forms for reporting period July 1, 2000 through June 30, 2001.
- (2) User's Guide dated August 2000 for reporting period July 1, 2000 through June 30, 2001.

DISTRIBUTION

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County Alcohol and Drug Program Prevention Coordinators
Director's Advisory Council
Wagerman Associates, Inc.
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